



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS AND HEADQUARTERS BATTALION**  
**UNITED STATES ARMY SOUTH**  
**4130 STANLEY ROAD, BUILDING 1000**  
**FORT SAM HOUSTON, TX 78234**

Dear Newest Member of U.S. Army South:

Welcome! Congratulations on your assignment to the Headquarters and Headquarters Battalion (HHBN), U.S. Army South, at Joint Base San Antonio, Fort Sam Houston, Texas – The Lone Star State and Military City USA. On behalf of the Soldiers, Civilians, and Family Members of this great organization, we would like to welcome you and your Family to the battalion.

The Headquarters and Headquarters Battalion is responsible for deploying and redeploying elements of U.S. Army South and providing administrative, logistical, and life support during deployment operations and Early Entry Command Post (EECP) Exercises. We are a battalion comprised of two companies: Headquarters Support Company (Gladiators) and Alpha Company (Savages). In order to accomplish our mission, the battalion is focused on building the team through realistic training, while developing strong Family bonds through effective Family Readiness Groups.

Texas is a great place to call home. Joint Base San Antonio is located in the heart of San Antonio, Texas, and consists of Randolph AFB, Lackland AFB, Fort Sam Houston, and Camp Bullis. The city offers a tremendous amount of opportunities, along with an array of beautiful scenery, social, commercial, educational services, and exciting opportunities for Soldiers and Family members. The Alamo, Sea World, Six Flags, and the River Walk are all locations that we encourage you to take advantage of while assigned here. The installation itself has an Aquatic Center, two golf courses, and some of the best facilities available to Soldiers and Family members.

Upon arrival, Soldiers will report directly to the Army South HQ, Building 1000, at 4130 Stanley Road, to meet their sponsor and receive a temporary badge. Once you receive your visitor's badge, you will report to the Army South G-1 to receive a duty memo. After receiving a duty memo from the G-1, you will report to the security office to obtain a security badge. Upon receipt of a duty memo and badge, you will turn in your visitor's badge and report to the Battalion S-1. There, you will receive battalion in-processing paperwork and have your installation in-processing appointment scheduled. After the S1, you will proceed to your respective company training room to receive the company in-processing paperwork.

If you are arriving after duty hours, to include holidays and weekends, you will e-mail the Battalion S-1 distro box at [usarmy.jbsa.arsouth.list.hhbn-s1@mail.mil](mailto:usarmy.jbsa.arsouth.list.hhbn-s1@mail.mil) to sign in off of leave. If your former command granted you Permissive TDY, checking in with the Housing Management Office is no longer required. If PTDY will be requested after arrival, you will first have to in-process with the Military Personnel Division at Fort Sam Houston on the date coordinated by S1. Your section leadership, chain of command, and Battalion S1 can then assist with processing a new DA Form 31 for PTDY.

The following links and phone numbers are available to make your transition as smooth as possible. We encourage you to utilize this information. We have found it to be resourceful and will answer many of your questions on your new assignment, to include MWR activities, housing (on and off post), child care (6 weeks to 5 years of age), schools, youth service programs and more:

U.S Army South/HHBN U.S Army South	<a href="https://www.arsouth.army.mil/">https://www.arsouth.army.mil/</a>
Joint Base San Antonio-Fort Sam Houston	<a href="https://www.jbsa.mil/">https://www.jbsa.mil/</a>
Morale Welfare Recreation (MWR)	<a href="https://www.jbsatoday.com/">https://www.jbsatoday.com/</a>
Battalion S-1	(210) 295-6728
Family Readiness Support Assistant	(210) 221-2705
Personal Property Section	(210) 221-1605/2812
Housing Management Office	(210) 221-0881/295-8519
Provost Marshal Office	(210) 221-9205
Child Youth and School Services (CYS)	(210) 221-5002/3128/3835
School Liaison Office	(210) 221-2256/2214
Exceptional Family Member Program (EFMP)	(210) 916-5721/539-9051

In closing, we are looking forward to your arrival and having you as a member of the Spartan Battalion. You should be hearing from your sponsor in the very near future. However, if you need to contact me or my CSM, please feel free to do so at (210) 295-0663/0678. Once again, welcome to Joint Base San Antonio-Fort Sam Houston and to the Spartan Family. We know that you will enjoy your tour here and find this to be a fulfilling Army experience where, "Spartans...Make It Happen!"

Sincerely,



DAMON C. SMITH  
CSM, USA  
Battalion Command Sergeant Major



MARK A. KATZ  
LTC, MP  
Commanding